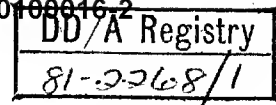
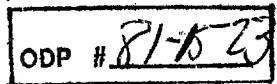


SECRET

12 NOV 1981

MEMORANDUM FOR: Director of Data Processing

FROM:

Executive Officer to the DDA

SUBJECT: FY 1983 Congressional Budget Justification Book

25X1

REFERENCE: Memo dtd 3 Nov 81 to Office Directors from
EO/DDA; Subject: Revised 1983 Ranking

1. The attached memorandum from the Comptroller issues guidance regarding the submission of the 1983 Congressional Budget.

2. As stated in the memorandum, we have not received "hit figures." We have, nevertheless, been instructed to proceed with the adjusted figures outlined in reference memorandum.

3. To assist you in the preparation of your decision unit material, attached are copies of last year's submission applicable to your respective decision units.

4. Please submit five copies to the DDA Management Staff:

- | | |
|---|--------|
| a. Decision unit material | 19 Nov |
| b. Supporting photographs or other illustrations with captions | 24 Nov |
| c. Decision unit material identification of FY 1983/FY 1982 changes and resource exhibits | 11 Dec |

25X1

25X1

~~SECRET~~ SECRET

COMPT 81-1425

Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100016-2

6 November 1981

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM : Maurice Lipton
Comptroller

SUBJECT : FY 1983 Congressional Budget Justification Book []

25X1

REFERENCE : FY 1983 Program-Budget Call (December 1980) []

25X1

25X1 1. The 1983 Congressional Budget Justification Book (CBBJ) will be essentially like last year's, except for the addition of a targeted budget section which will be derived by my office from the 2 November submission. Most of the guidance contained in the Call we published last December still applies. (See pages 19-22 and pages 54-57, December 1980, Program-Budget Call.) []

25X1 2. Because of stringent deadlines, we must request material from the directorates before we have a final budget number. When we have an approved 1983 program, we will provide separate financial guidance to allow components to reflect those changes in the Financial Resources System (FRS). However, you should begin to prepare your submission now based on the numbers that are currently in the FRS. We are sending you a revised ranking which reflects changes that were made at our 27 October 1981 review (Attachment D). You will also note that a number of cuts that we agreed on have been put back in the ranking [] Based on my discussion with the DDCI on 30 October 1981, it appears highly unlikely that we will get any packages [] thus, your justification statements should be keyed to that level. []

25X1 3. Those sections of the CBBJ requiring your input are noted below. Certain changes that apply are shown in Attachment A. Directorate submissions (four copies of each) are due in O/Comptroller as follows:

25X1 This document may be downgraded to Secret and taken out of channels when removed from attachments.

25X1

Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100016-2

~~SECRET~~

20 November

- o Decision Unit Material

-- Activities Description and Justification

We suggest you include accomplishments through the date of your submission, being careful not to repeat any reported in last year's CBJB.

- o Responses to Congressional Directed Actions
(Details on the CDAs are shown in Attachment B.)

25 November

- o Supporting Photographs or Other Illustrations with Captions

Because we expect to reduce the number of illustrations, we are asking each directorate to submit approximately 5 to 10 candidates.

- o Blue Plate Specials

This year we are asking each directorate to draft one or two "blue plates."

14 December

- o Decision Unit Material

-- Identification of FY 1983/FY 1982 Changes

- o Resource Exhibits

Most of these are unchanged from the December 1980 Call; exceptions are noted in Attachment A. ☐

25X1

4. I urge you to take particular care in preparing the Activities Description and Justification for each decision unit. These sections must be well thought out and presented and include solid accomplishments, as they form the backbone for the justification of our entire 1983 program. Moreover, as we strive to be more succinct, we need to make every word count. ☐


25X1

25X1

~~SECRET~~

~~SECRET~~

Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100016-2

5. You are well aware of the close scrutiny that Congress pays to the CIA budget. The CBJB is read carefully by committee members and particularly by the staffs. It is extremely important that we present a well reasoned, complete, and defensible justification of our budget. 

25X1



Maurice Lipton

25X1

Attachments:

- A. Changes in Instructions for Preparation of CBJB
- B. Detail on Congressional Directed Actions
- C. Position Justification and List of Occupational Code Groupings by Occupational Families
- D. 27 October 1981 Agency Ranking

25X1



~~SECRET~~

Attachment A
6 November 1981

CHANGES TO REQUIREMENTS IN DECEMBER 1980
PROGRAM-BUDGET CALL FOR PREPARATION OF
1983 CONGRESSIONAL BUDGET JUSTIFICATION

Portion of December 1980 Call
Being Changed

Change

C. Resource Exhibits
(Page 21 of Call)

7. Summary of Mandatory and
Programmatic Changes . . .

Delete

11. Position Justification
by office - Form 632a

Note Attachment C for additional
instructions

20. External Analysis Detail

Provide by office rather than by DU

RDT&E and Procurement Profiles

Last year, in addition to the RDT&E
Detail and Procurement Schedules,
we prepared a separate RDT&E/
Procurement annex on all specific
projects and programs that had
total R&D costs exceeding \$5.0
million and/or total investment
exceeding \$10.0 million. This year
we plan to have a separate section
of the book that will consist of
two parts:

- (a) The material on specific
projects that have life cycle
costs that meet the \$5 M/\$10 M
threshold as in last year's annex.
Detailed guidance for preparation
of this section, including projects
to be given special treatment,
will be issued separately.
- (b) Additional tables covering
other RDT&E and procurement which
will be prepared in the Comptroller's
office from information contained
in the RDT&E and Procurement
Schedules. The instructions for
preparing these two schedules remain
unchanged.

SECRET

CONGRESSIONAL DIRECTED ACTIONS

1. The complete list of Congressional directed studies for which the CIA is responsible, including the due dates for each is shown below:

	<u>Committee</u>	<u>Study</u>	<u>Action</u>	<u>Due Compt</u>	<u>Due ICS</u>	<u>Due Committee</u>	
							25X1
a.	HPSCI	MODE	O/Compt	25 Nov	1 Dec	15 Dec	
b.	HPSCI	Cover Relationship	DDO	25 Nov	1 Dec	15 Dec	
c.	HPSCI	<input type="text"/>	Use DDO	30 Dec	5 Jan	w/CBJB	<input type="text"/>

2. The following references are provided for the studies:

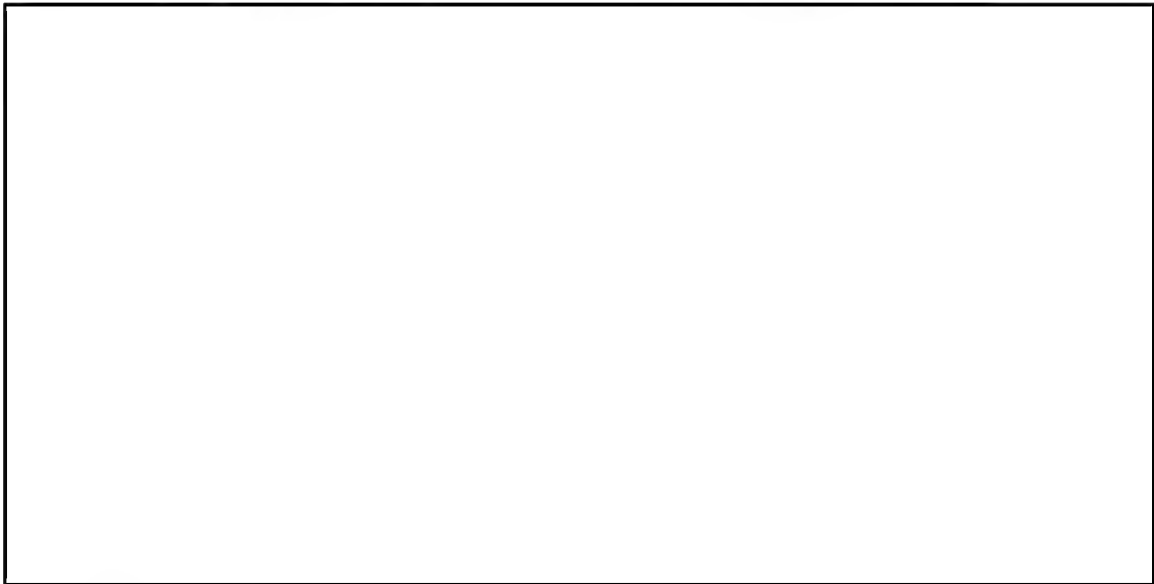
- a. (HPSCI Report on 1982 Budget, pp. 75-76)
- "...the Monitoring of Overseas Direct Employment (MODE) ceilings established for the Central Intelligence Agency should be consistent with the Congressionally approved HUMINT manpower for overseas operations. Significant efforts should also be made to reduce the length of time required to approve and implement MODE requirements. Although some improvement has been noted, there is still a considerable time lag between the initial proposal and implementation."

The Director of Central Intelligence, in conjunction with the Department of State and the Office of Management and Budget, is requested to study the creation of a MODE manpower reserve of at least 100 positions to provide flexibility for unforeseen contingencies and to permit a quick response capability for critical or emergency situations. This study, with recommendations, should be provided the Committee December 15, 1981."

- b. (HPSCI Report on 1982 Budget, pp. 76-77)
-

SECRET

SECRET



c. (HPSCI Report on 1982 Budget, p. 75)

"The Committee recommends approval for the Human Source Intelligence (HUMINT) augmentation [] manpower spaces) requested in the amended fiscal year 1982 CIA budget. The Committee intends, however, that the majority of these additional positions authorized for the Directorate of Operations be used to augment or initiate HUMINT collection, recruitment, counterintelligence and covert action operations overseas. The CIA is requested to provide the Committee with a report detailing utilization of these additional positions by January 15, 1982." []

3. In addition, there are three actions recommended by the SSCI concerning foreign counterintelligence:

(SSCI Report on 1982 Budget, p. 49)

"The Committee believes that CIA should take certain actions to strengthen its counterintelligence efforts. First, greater emphasis should be placed on the development of a larger core of fulltime career CI professionals within CIA. The Committee recommends, therefore, that the 25 additional positions authorized for CIA counterintelligence in the FY 1982 budget amendment be filled by fulltime career CI officers. Second, an internal CIA panel recently recommended intensified CI assessments of recruited Soviet agents. The Committee believes these recommendations are sound and considers that they should be fully implemented. Third, improvements are needed in CIA efforts to enhance the security of overseas operations. Therefore, the Committee recommends that steps be taken to ensure that CI station surveys are conducted more frequently, preferably at 3-year intervals, and to provide for more frequent counter-SIGINT and counter-audio surveillance surveys." []

SECRET

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100016-2

Attachment C

Position Justification -- Full-Time Permanent Employment
(Tab A of Program Budget Call, December 1980; Form 632a)

As in the past, components must indicate a prospective change in positions for FY 1983 or a significant change in occupational mix by using Form 632a. This year, to help the Office of Personnel in its manpower planning, you should also indicate on Form 632a the "occupational family" for each position change (increase, reduction or change of mix). "Occupational families" are aggregations of related occupations. A listing is attached that keys the occupational families to occupational code groups.

Where a change in positions or occupational mix is not programmed, a negative report should be submitted on the Form.

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100016-2

1. POLICY AND DIRECTION GROUP
0000.00-0090.99
2. CAREER AND STUDENT TRAINEE GROUP

Career Trainee Series
(GS-0090.00-GS-0090.99)

Professional Training Series
GS-0098.00-GS-0098.99

Student Trainee Series
GS-0099.00-GS-0099.99
3. ECONOMICS (INTELLIGENCE AND SOCIAL SCIENCE) GROUP

Social Science Series
GS-0101.00-GS-0101.99

Economic Series
GS-0110.00-GS-0110.99
4. INTELLIGENCE PRODUCTION: GENERAL RESOURCES GROUP

Intelligence General Subseries
GS-0132.00-GS-0132.19

Intelligence Resources Subseries
GS-0132.20-GS-0132.29
5. INTELLIGENCE: PROCESSING, REPORTS AND ESTIMATES GROUP

Intelligence Processing Subseries
GS-0132.30-GS-0132.49

Intelligence Information Reports
and Estimates Subseries
GS-0132.50-GS-0132.69
6. INTELLIGENCE: OFFICER PROGRAM, MILITARY GROUP

Intelligence Officer Program
Evaluation Subseries
GS-0132.70-GS-0132.79

Military Intelligence Research Series
GS-0133.00-GS-0133.99
7. INTELLIGENCE OPERATIONS: GENERAL, PSYCHOLOGICAL, POLITICAL,
FOREIGN INTELLIGENCE GROUP

Intelligence Operations General Subseries
GS-0136.00-GS-0136.09

Paramilitary Operations Subseries
GS-0136.10-GS-0136.29



STAT

Foreign Intelligence Operations Subseries
GS-0136.50-GS-0136.59

8. OPERATIONS SUPPORT GROUP

Operations Support Subseries
GS-0136.60-GS-0136.79

9. INTELLIGENCE OPERATIONS RESEARCH GROUP

Intelligence Operations Research Subseries
GS-0136.80-GS-0136.99

Intelligence Operations Research Assistant
GS-0303.12

Intelligence Operations Research Clerk
GS-0303.13

Intelligence Operations Research Clerk-Typing
GS-0303.14

Intelligence Operations Research Clerk-Stenography
GS-0303.15

10. GEOGRAPHY, HISTORY GROUP

Geography Series
GS-0150.00-GS-1500.99

Equal Employment Opportunity Series
GS-0160.00-GS-0160.99

History Series
GS-0170.00-GS-0170.99

History Clerical and Assistant Series
GS-0171.00-GS-0171.99

11. PERSONNEL ADMINISTRATION GROUP
GS-0200.00-GS-0299.99

12. GENERAL CLERICAL AND ADMINISTRATIVE GROUP

Miscellaneous Administration and Program Series
GS-0301.00-GS-0301.99

Intelligence Clerk (through GS-06)
GS-0303.03

Operations Support Assistant
GS-0303.07

Cryptic Reference Clerk (Through GS-6)
GS-0303.08

Cryptic Reference Assistant (GS-07 through
GS-09)
GS-0303.09

Liaison Assistant
GS-0303.10

Staff Assistant
GS-0303.11

Clerk-typing
GS-0303.16

Clerk
GS-0303.17

Intelligence Assistant (GS-07 through GS-09)
GS-0303.18

Intelligence Clerk-Stenography (Through GS-06)
GS-0303.19

Intelligence Clerk-Typing (Through GS-06)
GS-0303.20

13. COURIER GROUP

Courier Series
GS-0302.00-GS-0303.99

14. INFO RECEPTIONIST, INFO CONTROL AND RECORDS,
CORRESPONDENCE CLERK STENO AND REPORTS GROUP

Information Receptionist Series
GS-0304.00-GS-0304.99

Information Control and Records Series
GS-0305.00-GS-0305.99

Correspondence Series
GS-0309.00-GS-0309.99

Clerk Stenographer and Reporter Series
GS-0312.00-GS-0312.99

15. SECRETARY GROUP

Secretary Series
GS-0318.00-GS-0318.99

16. CLERK TYPIST GROUP

Clerk Typist Series
GS-0322.00-GS-0322.99

17. COMPUTER SYSTEMS ADMINISTRATION, COMPUTER OPERATION,
COMPUTER SPECIALIST, COMPUTER AID AND TECHNICIAN
GROUP

Computer Systems Administration Series
GS-0330.00-GS-0330.99

Computer Operation Series
GS-0332.00-GS-0332.99

Computer Specialist Series
GS-0334.00-GS-0334.99

Computer Aid and Technician Series
GS-0335.00-GS-0335.99

18. ADMINISTRATIVE ASSISTANT AND OFFICER, OFFICE SERVICES
SUPPORT & SUPERVISION GROUP

Administrative Assistant and Officer Series
GS-0341.00-GS-0341.99

Office Services Support and Supervision Series
GS-0342.00-GS-0342.99

19. MANAGEMENT ANALYSIS, MANAGEMENT SPECIALIST, PROGRAM
ANALYSIS GROUP

Management Analysis Series
GS-0343.00-GS-0343.99

Management Specialist Series
GS-0344.00-GS-0344.99

Program Analysis Series
GS-0345.00-GS-0345.99

20. OFFICE MACHINE, DATA CONVERSION, CODING, ELECTRIC ACCOUNTING, TELEPHONE

Equipment Operator Series
GS-0350.00-GS-0350.99

Coding Series
GS-0357.00-GS-0357.99

Electric Accounting Machine Operation Series
GS-0359.00-GS-0359.99

Electric Accounting Machine Project Planning Series
GS-0362.00-GS-0362.99

Telephone Operating Series
GS-0382.00-GS-0382.99

21. TELEGRAPHIC TYPEWRITER, COMMUNICATION, GENERAL MANAGEMENT, SPECIAL GROUP

Telegraphic Typewriter Operating Series
GS-0385.00-GS-0385.99

Communications Management Series
GS-0391.00-GS-0391.99

General Communications Series
GS-0392.00-GS-0392.99

Special Communications Series
GS-0393.00-GS-0393.99

22. ACCOUNTING AND BUDGET GROUP

Credit Union Series
GS-0091.00-GS-0091.99

Accounting and Budget Group
GS-0500.00-GS-0599.99

23. MEDICAL, MEDICAL INTELLIGENCE, PSYCHOLOGY GROUP

Psychology Series
GS-0180.00-GS-0180.99

Psychology Aid and Technician Series
GS-0181.00-GS-0181.99

Graphology Series
GS-0182.00-GS-0182.99

Medical and Medical Intelligence Group
GS-0600.00-GS-0699.99

24. ENGINEERING GROUP
GS-0800.00-GS-0899.99

25. LEGAL GROUP
GS-0900.00-GS-0999.99

26. INFORMATION & ARTS GROUP

Scientific Linguist Series
GS-0195.00-GS-0195.99

Information and Arts Group
GS-1000.00-GS-1099.99

27. PHYSICAL SCIENCES GROUP
GS-1300.00-GS-1399.99

28. LIBRARY AND ARCHIVES GROUP
GS-1400.00-GS-1499.99

29. MATHEMATICS, STATISTICS AND CRYPTOGRAPHIC GROUP
GS-1500.00-GS-1599.99

30. TRAINING GROUP
GS-1700.00-GS-1799.99

31. SECURITY, INVESTIGATION AND INSPECTION GROUP

Safety Management Series
GS-0018.00-GS-0018.99

Security, Investigation, and Inspection Group
GS-1800.00-GS-1899.99

32. BUSINESS, INDUSTRY, EQUIPMENT, FACILITIES SERVICES,
LOGISTICS TRANSPORTATION GROUP

Business and Industry Group
GS-1100.00-GS-1199.99

Equipment, Facilities and Services Group
GS-1600.00-GS-1699.99

Logistics Group
GS-2000.00-GS-2099.99

Transportation Group
GS-2100.00-GS-2199.99

33. BIOLOGICAL & VETERINARY SCIENCE GROUP
GS-0400.00-GS-0499.99

34. TRADES, CRAFTS AND LABOR GROUP
GS-2200.00-GS-2299.99

Wage Board
WG, WL, or WS-4000.00-4999.99

Domestic Services Group
WG, WL, or WS-4000.00-4099.99

Crafts Group
WG, WL, or WS-4200.00-4299.99

Equipment Operating Group
WG, WL, or WS-4400.00-4499.99

Warehousing Group
WG, WL, or WS-4600.00-4699.99

Labor Group
WG, WL, or WS-4800.00-4899.99

35. PRINTING, PAPER MAKING, PHOTOGRAPH BOOKBINDING
GROUP

Lithographic and Printing Wage Board
WI-5000.99-5999.99

Government Printing
GP-6000.00-6999.99

Graphic Arts
GA-7000.00-7999.99

36. FIREFIGHTER AND GUARD GROUP

Fire-Fighting and Fire-Prevention Series
GS-0081.00-GS-0081.99

GUARD SERIES
GS-0085.00-GS-0085.99

37. MILITARY MOS AND SPECIALTIES GROUP

Next 4 Page(s) In Document Exempt